



**REQUEST FOR PROPOSALS
CARES ACT – EMERGENCY SOLUTIONS GRANT (ESG-CV)
HOMELESSNESS PREVENTION SERVICES**

Responses Due: July 12, 2022, 12:00pm (Noon)

Proposals must be submitted by email to jason.thorpe@tucsonaz.gov.

**Proposal materials and required attachments posted at
<https://www.tucsonaz.gov/hcd/news/2022-ESG-CV-HP-RFP>.**

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BACKGROUND

The City of Tucson has planned with the community to respond to the COVID-19 virus and heightened risk among persons experiencing homelessness by supporting and funding efforts to provide housing and other services to persons at risk of homelessness. The City of Tucson has received supplemental funding through the CARES Act to address emergent needs related to COVID-19 and homelessness. As a result of the COVID-19 health emergency and associated challenges in the rental housing market, expanded homelessness prevention services are needed to reduce risk of health complications and housing loss among people at risk of homelessness.

Project funding will include Emergency Solutions Grant – CARES Act (ESG-CV) funds. Selected applicants will be required to comply fully with applicable Federal requirements except where waivers of regular requirements have been obtained by the City of Tucson and authorized for use by the selected applicant(s) in writing by the City of Tucson.

Expectations may evolve based on changes in local infrastructure, infection rates, and community response to the ongoing COVID-19 pandemic. The selected applicant(s) will be required to work closely with community teams and adjust services as directed by the City of Tucson.

PRE-PROPOSAL CONFERENCE (June 16, 2022 – 10am-11:15am)

The City of Tucson shall conduct a virtual pre-proposal conference from 10:00am to 11:15am on Thursday, June 16, 2022. All applicants are strongly encouraged to review this Request for Proposals in full and to attend the pre-proposal conference. Applicants will be provided an opportunity to ask specific questions related to this Request for Proposals and the scopes of work solicited during the pre-proposal conference.

Interested applicants should register for the pre-proposal conference at https://us02web.zoom.us/meeting/register/tZcsdO-hrD8tH9VHZZAagidYBOgf9A_ok36Y.

APPLICATION MATERIALS

All application materials including this Request for Proposals and incorporated Exhibits are available for download at <https://www.tucsonaz.gov/hcd/news/2022-ESG-CV-HP-RFP>. Responses to questions submitted by interested applicants will be posted to the same website weekly on Mondays during the solicitation period.

SERVICES SOLICITED UNDER THIS REQUEST FOR PROPOSALS

The City of Tucson invites proposals from eligible not-for-profit entities with capacity to provide eligible homelessness prevention services for individuals and families at risk of homelessness. Eligible activities include short-term and medium-term rental assistance, rental arrears; landlord incentives; rental application fees, security deposits, last month's rent, utility deposits, utility payments, temporary hotel stays, moving costs, housing search and placement, housing stability case management, mediation, legal services, credit repair, and vaccine incentives.

SCOPE OF WORK

Pursuant to Federal funding guidelines, this Request for Proposals includes a mandatory scope of work inclusive of immediate rent and financial assistance to prevent housing loss and/or re-establish permanent housing while diverting enrolled households from the homeless response system. The full

scope of work outlining eligible activities and requirements of applicants is provided as Exhibit B – ESG-CV Homelessness Prevention Scope of Work and incorporated into this Request for Proposal.

FUNDING AVAILABLE

The City of Tucson intends to award \$250,000 in ESG-CV homelessness prevention funding through this allocation. The City may make one or more awards under this solicitation. Proposed project budgets may not be less than \$125,000 and may not exceed \$250,000. The City of Tucson reserves the right to increase/decrease award budgets or to make no awards under this solicitation at its discretion.

Applicants are advised to propose lean, competitive budgets which are prudent, reasonable, and necessary to deliver proposed services. Overall cost will be accounted for as a factor in selecting qualified offers. Applicants proposing to provide complementary services for participant households through leveraged funds may be prioritized for selection.

FUNDING SOURCE

Funding awarded under this Agreement is anticipated to be provided through the CARES Act Emergency Solutions Grant Program (ESG-CV). Funding may be provided through other Federal, State, or local sources at the discretion of the City of Tucson. Applicants commit to adhering to all programmatic and financial regulations and requirements which apply to the funding source(s) through which project funds are subawarded under this solicitation:

- CARES Act Emergency Solutions Grant (CFDA #14.231) as amended by [HUD CPD Notice #CPD-21-08](#) and [HUD CPD Notice #CPD-22-06](#).

ELIGIBLE APPLICANTS

Eligible applicants include not-for-profit agencies with IRS 501(c)(3) designation. Eligible agencies must be currently registered with the U.S. System for Award Management (SAM) and not be suspended or disbarred from doing business with the Federal government.

TIMELINE

June 8, 2022 – City of Tucson releases ESG-CV Homelessness Prevention Request for Proposals

June 16, 2022 (10am-11:15am) – ESG-CV Homelessness Prevention Pre-Proposal Conference

July 12, 2022 (12pm AZ time) – Responses to this Request for Proposals must be received in the format specified in this solicitation by 12pm (noon) Arizona time.

July 26, 2022 – Applicants will be notified if the proposal has been accepted to advance to best and final offer negotiations on or before July 26 and shall commit to responding to best and final offer requests within three business days of notification.

September 1, 2022 – Project performance period begins.

October 1, 2022 - Applicants must be able to provide all services included in the Scope of Work and have the capacity to begin operations.

January 1, 2023 – Project at 100% enrollment, no further enrollments. Project budget will be reduced commensurately to reduced service capacity if enrollment target is not met.

June 30, 2023 – Project performance period ends.

CANCELLATION

Agreements may be canceled or reduced with 60 days' written notice by either party if need and/or utilization of the service is reduced.

PERFORMANCE PERIOD

The performance period for awards funded under this solicitation shall be September 1, 2022-June 30, 2023.

POPULATION TO BE SERVED

Projects funded through this solicitation shall serve individuals and families referred by the TPCCH Coordinated Entry System exclusively. The City of Tucson reserves the right to refuse payment for services, rental assistance, and financial assistance costs associated with households not referred through the Coordinated Entry System. Upon receipt of a referral from the Coordinated Entry System, projects funded under this solicitation shall determine and document program eligibility as defined below.

Income Eligibility: Projects funded under this solicitation may only serve households with an annual household income below 50% of the current Area Median Income for the household size. Project must additionally document that the household has no other residence and lacks the resources and support networks to obtain other permanent housing without assistance.

In addition to meeting income limits described above, households must meet HUD's Category 2, 3, or 4 definition of homelessness or HUD's Category 1, 2, or 3 definition of At Risk of Homelessness.

Homeless Definition Eligibility: Project may serve households which meet the income eligibility requirements above and meet HUD's Category 2 (imminent risk of homelessness), Category 3 (homeless under other federal statutes), or Category 4 (fleeing/attempting to flee domestic abuse and not living in place described in Category 1 literally homeless) definitions of homelessness. The HUD Homelessness Definition and Recordkeeping Requirements fact sheet is provided as Exhibit F – HUD Homeless Definition and Recordkeeping Fact Sheet and incorporated into this solicitation.

- **Category 2 (Imminent Risk of Homelessness):** Individual or family who will imminently lose their primary nighttime residence, provided that:
 - Residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks needed to obtain other permanent housing
- **Category 3 (Homeless under other Federal Statutes):** Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - Are defined as homeless under the other listed federal statutes;

- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
 - Can be expected to continue in such status for an extended period of time due to special needs or barriers
- Category 4 (Fleeing or Attempting to Flee Domestic Violence): Any individual or family who:
 - Is fleeing, or is attempting to flee, domestic violence;
 - Has no other residence; and
 - Lacks the resources or support networks to obtain other permanent housing

At Risk of Homelessness Definition Eligibility: Project may serve households which meet the income eligibility requirements above but do not meet the Homeless Definition Eligibility requirements above provided that such households qualify as At Risk of Homelessness as defined by HUD. The HUD At Risk of Homelessness Definition fact sheet is provided as Exhibit G – HUD At Risk of Homelessness Definition Fact Sheet and incorporated into this solicitation.

- Category 1 (Individuals and Families): An individual or family who has an annual income below 50% of median family income for the area and does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; and meets one of the following conditions:
 - Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or
 - Is living in the home of another because of economic hardship; or
 - Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or
 - Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; or
 - Lives in a single room occupancy or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or
 - Is exiting a publicly funded institution or system of care; or
 - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan (not applicable).
- Category 2 (Unaccompanied Children and Youth): A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.
- Category 3 (Families with Children and Youth): An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

WAIVERS AND ALTERNATIVE REQUIREMENTS

HUD has permitted the use of several waivers and alternative requirements to enable local communities to better prepare for, prevent, and respond to the on-going COVID-19 pandemic. The table below identifies currently available waivers and alternative requirements related to the Homelessness Prevention component of the Emergency Solutions Grant – CARES Act (ESG-CV) Program.

The City of Tucson has reviewed available waivers and alternative requirements, and, in consultation with local provider agencies, has classified available waivers and alternative requirement into five categories:

- **Not Permitted:** Waivers and alternative requirements identified as not permitted may not be applied to homelessness prevention projects funded under this solicitation. The project shall adhere to the applicable ordinary requirements defined in the ESG Interim Rule ([24 CFR 576](#)). The following available waivers and alternative requirements are classified as not permitted:
 - Waiver permitting hazard pay
 - Waiver permitting training costs
 - Waiver permitting purchase of furniture and furnishings
- **Permitted with Prior Approval:** Waivers and alternative requirements identified as Permitted with Prior Approval may only be applied to homelessness prevention projects funded under this solicitation with advance approval and the issuance of special conditions. Uncommonly used waivers which significantly shift the program model are generally included in this category. The following current waivers have been classified as permitted with prior approval:
 - Waiver permitting sponsor-based rental assistance
 - Alternative requirement for project-based rental assistance
- **Permitted:** Waivers and alternative requirements identified as Permitted may be used by applicants upon acceptance of required policies and procedures by the City of Tucson. Policies and procedures are subject to amendments required prior to award. Waivers and alternative requirements which reduce programmatic or administrative burden and positively benefit project participants are generally included in this category. The following current waivers and alternative requirements have been classified as permitted upon receipt of satisfactory evidence of organizational policy and procedures related to administration and recordkeeping:
 - Waiver of Fair Market Rent (FMR) requirement
 - Waiver permitting volunteer incentive payments
 - Waiver permitting participant cell phone and internet payments
- **Encouraged:** Waivers and alternative requirements identified as Encouraged are strongly encouraged to be used by applicants upon acceptance of required policies and procedures by the City of Tucson. Policies and procedures are subject to amendments required prior to award. Waivers and alternative requirements which are intended to expedite permanent housing stabilization are generally included in this category. The following current waivers and alternative requirements have been classified as encouraged upon receipt of satisfactory evidence of organizational policy and procedures related to administration and recordkeeping:
 - Alternative requirement for subleases

- Alternative requirement for housing standards
 - Alternative requirement for housing stability case management
 - Alternative requirement for hotel/motel costs
 - Waiver permitting purchase of personal protective equipment
 - Waiver permitting vaccine incentive payments
 - Waiver permitting provision of ESG essential services for Homelessness Prevention participants
 - Waiver permitting provision of landlord incentives
 - Waiver permitting renter's insurance payments
- **Required:** Waivers and alternative requirements identified as Required must be used by applicants upon acceptance of required policies and procedures by the City of Tucson. Policies and procedures are subject to amendment prior to award. Waivers and alternative requirements which are applied unilaterally to encourage system-level consistency of service availability are generally included in this category. The following current waivers and alternative requirements have been classified as required for use by all subrecipients upon receipt of satisfactory evidence of organizational policy and procedures related to administration and recordkeeping:
 - Alternative requirement for match (match not required)
 - Alternative requirement for Homelessness Prevention eligibility (50% AMI)
 - Alternative requirement for low-barrier assistance (service participation requirements limited to monthly case management)
 - Waiver of three month re-evaluation (re-evaluations for continued eligibility conducted every 6 months)
 - Alternative requirement for re-evaluation of income limits for homelessness prevention assistance (income at re-evaluation must be less than 50% AMI for continued payments)
 - Waiver of the limit on the total period of time program participants may receive rental assistance services (participants not subject to 24-month cap on ESG rental assistance in a three-year period)

Applicants may only use waivers and alternative requirements which are selected by the applicant in the Waiver and Alternative Requirements Worksheet provided as Exhibit C to this solicitation and incorporated herein. Prior to use of selected waivers and alternative requirements, the City of Tucson must approve the proposed policies and procedures for waiver/alternative requirement administration and recordkeeping provided in Exhibit C.

No additional waivers or alternative requirements may be used by Applicants without prior written amendment to the grant agreement, regardless of whether such waivers or alternative requirements have been authorized by HUD or approved in other subawards provided by the City of Tucson and/or other funding bodies.

ELIGIBLE COSTS

All project budgets should include the following eligible costs. In the event that one or more of these costs are paid through other sources, the applicant should describe the source and amount of outside funds committed to the project to ensure a holistic and rapidly responsive service model is employed:

- **Rental Assistance:** Rent assistance may include short-term and medium-term rental assistance up to a maximum of six months of rental assistance. Rental assistance may include

any necessary combination of the following and is not subject to a dollar maximum per household:

- **Rental Arrears:** Up to six months of rental arrears paid as a one-time payment for up to six months of rent in arrears, including any late fees on those arrears. Rental arrears payments do not count toward the six-month cap on rental assistance payments described above.
- **Rental Payment:** Short-term or medium-term rental assistance paid up to 100% of the household rental requirement subject to the limitations and participant contributions requirements defined in the [Tucson Pima Collaboration to End Homelessness Written Standards](#).

Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources.

Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Act (URA) during the period of time covered by the URA payments.

The standard ESG prohibition on an individual or family receiving more than 24 months of rental assistance in a 3-year period is waived for the purposes of ESG-CV homelessness prevention.

- **Housing Relocation and Stabilization - Financial Assistance:** Short-term financial assistance may be provided during the period of program participation to pay housing owners, utility companies, and other third parties for the following costs:
 - **Rental Application Fees:** ESG-CV funds may pay for the rental housing application fee that is charged by the owner to all applicants.
 - **Security Deposits:** ESG-CV funds may pay for a security deposit that is equal to more than 1.5 times the monthly rent. Although ESG regulations permit two months' rent as a maximum security deposit, Arizona Revised Statutes cap allowable security deposits at 1.5 times the monthly rent.
 - **Last Month's Rent:** If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG-CV funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent.
 - **Utility Deposits:** ESG-CV funds may pay for a standard utility deposit required by the utility company for all customers. Utility deposit assistance is limited to gas, electric, water, and sewage.
 - **Utility Payments:** ESG-CV funds may pay for up to six months of utility payments per program participant, per service, including up to six additional months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in the participant's or household member's name with

a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage.

- **Moving Costs:** ESG-CV funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to three months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- **Lease Break for Emergency Transfer:** If a program participant receiving short-term or medium-term rental assistance meets the conditions for an emergency transfer under [24 CFR 5.2005](#) and the [Tucson Pima Collaboration to End Homelessness Written Standards](#), ESG funds may be used to pay amounts owed for breaking a lease to effect an emergency transfer. These costs are not subject to the 24-month limit on rental assistance.
- **Housing Relocation and Stabilization – Services:** Subject to the general restrictions under [24 CFR 576.103](#) and [HUD CPD Notice #CPD-22-06](#), ESG funds may be used to pay the cost of following services:
 - **Housing Search and Placement:** Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, including the following:
 - Assessment of housing barriers, needs, and preferences,
 - Development of an action plan for locating housing,
 - Housing search,
 - Outreach to and negotiation with property owners
 - Assistance with submitting rental applications and understanding leases,
 - Assessment of housing for compliance with ESG-CV requirements for habitability, lead-based paint, and rent reasonableness
 - Assistance with obtaining utilities and making moving arrangements, and
 - Tenant counseling.
 - **Housing Stability Case Management:** ESG-CV funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 60 days during the period the program participant is seeking permanent housing. Component services and activities consist of:
 - Using the centralized or coordinated assessment system as required under [24 CFR 576.400\(d\)](#), to evaluate individuals and families applying for or receiving homelessness prevention assistance;
 - Conducting the initial evaluation required under [24 CFR 576.401\(a\)](#), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention assistance;
 - Housing counseling services as defined in [24 CFR 5.100](#). Housing counseling services must be carried out in accordance with [24 CFR 5.111](#). When recipients or subrecipients provide housing services to eligible persons that are incidental

to a larger set of holistic case management services, these services do not meet the definition of housing counseling, as defined in [24 CFR 5.100](#), and therefore are not required to be carried out in accordance with the certification requirements of [24 CFR 5.111](#);

- Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
 - Monitoring and evaluating program participant progress;
 - Providing information and referrals to other providers;
 - Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
 - Conducting re-evaluations required under [24 CFR 576.401\(b\)](#).
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- **Mediation:** ESG-CV funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
 - **Legal Services:** ESG-CV funds may pay for legal services, as set forth in [24 CFR 576.102\(a\)\(1\)\(vi\)](#), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
 - **Credit Repair:** ESG-CV funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.
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- **Waiver Eligible - Essential Services:** ESG-CV funds may be used to pay for Essential Services not generally allowable under the Homelessness Prevention component of the ESG Program. Organizations are required to adopt this waiver to ensure that household needs can be met during project participation; however, applicant is not required to provide all essential services. At a minimum, applicants must provide transportation assistance when needed to assist participating households to achieve housing stability. Eligible costs include the following to the extent that they are necessary to achieve household stability:
 - **Child Care:** Costs of child care for program participants including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
 - **Education Services:** When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

- Employment Assistance and Job Training: The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
- Outpatient Health Services: Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. ESG-CV funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.
- Legal Services: Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. ESG-CV funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants. Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services. Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.
- Life Skills Training: The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

- **Mental Health Services:** Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. ESG-CV funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management. Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
- **Substance Abuse Treatment Services:** Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. ESG-CV funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.
- **Transportation:** Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:
 - The cost of a program participant's travel on public transportation;
 - If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - The cost of leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
 - The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- **Services for Special Populations:** ESG-CV funds may be used to provide the eligible services described above for homeless youth, victim services, and services for people living with HIV/AIDS. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
- **Waiver Eligible – Landlord Incentives:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of landlord incentives may pay one-time landlord incentives not to exceed the amount of three times the monthly rent for the applicable unit. The landlord incentive may include any combination of the following up to a maximum of three times the monthly rent:
 - One time signing bonus not to exceed two times the monthly rent;

- Cost to repair damages incurred by program participant not covered by security deposit or incurred while program participant is staying in the unit; and
 - Costs of extra cleaning or maintenance of a program participant's unit or appliances.
- **Waiver Eligible – Vaccine Incentives:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of COVID-19 vaccine incentives may use ESG-CV funds to provide one-time \$50 cash or gift card incentives to program participants experiencing Category 2, 3, or 4 of the HUD Homeless definition at entry. This waiver does not include persons eligible for ESG-CV Homelessness Prevention under the At Risk of Homelessness definition. ESG-CV funded incentives are only eligible to the extent that other vaccine incentives are inaccessible or unavailable to people experiencing homelessness within the community. Vaccine incentives may not be paid for doses previously administered and may only be paid when the City of Tucson ESG-CV Vaccine Incentive packet is completed and provided to the City of Tucson with the reimbursement request. Reimbursement requests not accompanied by complete and qualifying ESG-CV Vaccine Incentive packets will not be reimbursed.
 - **Waiver Eligible – Temporary Hotel/Motel Stay:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of temporary hotel stays for enrolled participants when housing loss occurs during program participation may use ESG-CV funds to pay the cost of temporary lodging in a hotel or motel provided that such such lodging is accompanied by housing stabilization and relocation case management and does not exceed the 60-day period during which case management assistance can be provided during housing search. Eligible costs include nightly hotel/motel room rental, cleaning of hotel/motel rooms used by participants, and repairs for damage caused by program participants above normal wear and tear.
 - **Waiver Eligible – Participant Cell Phone and Internet Costs:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of participant and cell phone costs may use ESG-CV funds to provide temporary cell phones for individuals and families receiving homelessness prevention assistance, subject to the following requirements:
 - All equipment be owned by the subrecipient, and the wireless plan must be the subrecipient's. Phone and phone service may be loaned to participant and wireless cost paid as need to enable program participant to take part in activities necessary to obtain/maintain housing (e.g., job interviews; receive health and mental health services; continue education)
 - Cell phone and internet may only be provided while the participant continues to need it to participate in activities necessary to obtain and maintain housing that remain virtual even after social distancing measures relaxed (e.g. continued virtual employment and education)
 - Cell phones and other associated equipment must be returned to the subrecipient when no longer necessary for those purposes or at project exit, whichever is earlier.
 - **Waiver Eligible – Personal Protective Equipment:** Applicants which elect to make use of the waiver/alternative requirement permitting the purchase of Personal Protective Equipment may use ESG-CV funds to purchase personal protective equipment such as masks, disposable gloves, and hand sanitizer for program participants receiving homelessness prevention assistance provided that no there are no alternative readily available no-cost sources of PPE available through the Pima County Health Department or other resources. PPE shall be classified as a subcategory of Essential Services costs.

- **Waiver Eligible – Renter’s Insurance:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of renter’s insurance may use ESG-CV funds to pay for renter’s insurance for program participants provided that payment is necessary to obtain/maintain housing (e.g. it is required by the landlord of all tenants in the property) and payment is made directly to insurance company on behalf of the program participant.
- **Administrative Costs:** The City of Tucson will not fund direct administrative costs through this solicitation.
- **Indirect Costs:** Indirect costs shall be reimbursed in accordance with the requirements of 2 CFR 200. Applicants with an approved federally negotiated indirect cost rate agreement shall provide a copy of the organization’s current indirect cost rate agreement and shall be reimbursed for indirect costs according to the project expense and direct cost base defined in that agreement. Applicants which do not have a current approved federally negotiated indirect cost rate agreement may elect to claim the de minimis rate which allows 10% indirect cost recovery on all eligible direct project costs included in the modified total direct cost base defined in [2 CFR 200.68](#). Alternatively, applicants may elect to decline indirect cost recovery or claim a lower rate than authorized by the de minimis or negotiated indirect cost rate agreement. Such elections shall be made using Exhibit E – Indirect Cost Recovery Affidavit which is attached this solicitation and incorporated herein.
- **Ineligible Costs:** All costs not specifically defined as eligible or associated with eligible activities described above are ineligible.

MATCHING FUNDS

HUD has waived the non-federal match requirement for ESG-CV. Applicants are not required to formally commit or document non-federal match. The City of Tucson strongly encourages applicants to leverage outside resources to achieve project outcomes and will evaluate applications based on the organization’s capacity to leverage external resources to supplement ESG-CV funds and promote achievement of stated project outcomes.

PAYMENT

Funds awarded through this solicitation will be in the form of a cost-reimbursement subaward of Federal funds. Agencies selected through this solicitation will be required to submit monthly invoices for reimbursement of eligible costs to the City of Tucson within 20 days following each month of service. Eligible costs as identified in the approved budget will be reimbursed within 30 days of the City’s receipt of a complete and eligible invoice including all required backup documentation. Eligible costs are defined in the Scope of Work attached to this Request for Proposals.

RETENTION OF PROPOSALS FOR FUTURE USE

Proposals received in response to this solicitation will remain on file with the City of Tucson and may be used, at the City’s discretion, as a qualified applicant list for selection of providers to administer similar scopes of work in the future. This retention shall remain in effect throughout the performance period of the projects included in this Request for Proposals and for up to two additional years thereafter.

COOPERATIVE AGREEMENT

Awards issued under this solicitation shall take the form of a cooperative agreement with the City of Tucson. The City of Tucson retains all rights to review and approve/disapprove program policies, eligibility, prohibitions, and other program factors to ensure fidelity to a low-barrier, rapid response approach and continued alignment with City of Tucson values and priorities.

PROJECT REPORTING

The project shall report utilization, project performance, and attainment of programmatic outcome measures defined in the Attached Scope of Work and Project Deliverables Worksheet quarterly. Quarterly reporting shall be submitted within 20 days of the month's end. The selected applicant(s) may be required to submit additional reporting to align with Federal and/or local requirements and at the direction of the City of Tucson.

Project shall participate in the Homeless Management Information System and adhere to data quality, completeness, and timeliness standards defined in [the Tucson Pima Collaboration to End Homelessness HMIS Policies and the Tucson Pima Collaboration to End Homelessness Written Standards](#).

NON-SUPPLANTING AND MAINTENANCE OF EFFORT

Applicants must commit to maintaining existing homelessness prevention services provided by the agency throughout the period of performance unless existing funding for such programs is reduced or eliminated by the funding agency. Participation in this scope of work may not be used to supplant existing homelessness prevention services provided by the applicant.

BEST AND FINAL OFFER

Applicants must acknowledge in writing that the offer provided in response to this Request for Proposals is a firm and binding offer to provide all services contained in the Scope of Work. The City of Tucson may require a Best and Final Offer from one or more applicant(s) before making awards as described above.

PROPOSAL CONTENT AND FORMAT

Responses to this solicitation must be provided in the form of a proposal issued on agency letterhead and signed by an authorized organizational representative with authority to bind the organization to the services and budget proposed. Proposals must be submitted in standard 11-point Times New Roman font. Proposals may not exceed five single-spaced pages, excluding attachments.

Proposals shall be submitted as three separate files:

File 1 – Project Narrative: 5-page project narrative saved as a single PDF and named according to the following naming convention: *Organization_ESG-CV-HP-2022-Project-Narrative*.

Applicants are not required to use all available pages and are encouraged to provide succinct but detailed responses, keeping in mind that all proposals will be evaluated based on the completeness of the proposal, responsiveness to the Scope of Work provided as Exhibit B to this Request for Proposals, and the evaluation criteria provided. All proposals must include the following narrative sections:

- **Agency Experience:** Proposals must include a description of the agency's experience providing services similar to those outlined in the Scope of Work. Descriptions should include specific services provided, scale of those services in terms of households served, and past performance outcomes as they relate to financial stability and permanent housing (i.e. #/% of participants successfully exiting to permanent housing, #/% of participants with income at project exit, etc.)
- **Project Description:** Proposals must include a detailed description that demonstrates the capacity and plan to provide all services outlined in the Scope of Work within the required timeframes. The project description must include the proposed implementation schedule to bring project to 100% operating capacity upon notice of award.

Projects funded under this solicitation must operate using a low demand/low barrier approach and may not incorporate sobriety, identity documents, or other barriers to enrollment or participation. Applicants must provide a plan to safely serve persons who are under the influence, who have pets, who have communicable illnesses, and/or who pose other barriers to housing through the project.

- **Project Staffing:** Proposals must include a description of project staffing that identifies all existing staff members to be assigned to this project, qualifications, and the time dedicated to this project as a percentage of full-time equivalency. Proposals must also explain how existing staffing, if engaged in the proposed project, will be sufficient to deliver assigned services in light of other responsibilities. For new staff positions to be created through this solicitation, agency must provide a brief description of new position(s) to be created, percentage of time dedicated to this project, minimum position requirements, and anticipated timeline for recruiting and onboarding new staff members.
- **Continuity Plan:** Proposals must describe the agency's plan to ensure uninterrupted continuity of operations in the event of staff illness or other shortage and in the event of additional stay-at-home orders if issued.
- **Points of Contact:** Proposals must include the name, title, phone number, and email address of two persons able to answer questions related to the proposal and enter into subaward negotiations with the City of Tucson.
- **Certification:** Proposals must include the following Certification exactly as it is written:

By submitting this application, I confirm that I am authorized to make this offer on behalf of <Organization Name>. I recognize that this is a firm and binding offer for delivery of the full Scope of Work outlined in the City of Tucson's Request for Proposals at the proposed budget. I recognize that negotiation of any changes to this proposal will be at the discretion of the City of Tucson and that our organization may be required to enter into best and final offer negotiations with the City of Tucson.

File 2 – Project Budget: Completed ESG-CV Homelessness Prevention Project Budget Worksheet submitted as a single Excel file and named according to the following naming convention: **Organization_ESG-CV-HP-2022-Project-Budget**. The project budget is excluded from the 5-page limit.

- **Project Budget Worksheet:** Respondents must attach a detailed project budget using the approved Excel budget document, provided as Exhibit D – Project Budget Worksheet and incorporated into this solicitation.

File 3 – Project Attachments: The following materials must be attached to the Proposal as single, merged PDF file and named according to the following naming convention: ***Organization_ESG-CV-HP-2022-Attachments***. The attachment file is excluded from the 5-page limit.

- **Budget Narrative:** Respondents must attach a detailed budget narrative which identifies all proposed costs provided for in the Project Budget and includes quantity, calculation methodology, and justification. Budget narratives shall not exceed 2 pages and shall be sufficiently details for reviewers to understand allocation methodologies, amounts, and calculations to determine appropriateness of each project budget line.
- **Waivers and Alternative Requirements Worksheet:** Respondents must complete and attach the Waivers and Alternative Requirements Worksheet which outlines available waivers and alternative requirements authorized under the ESG-CV Notice and planned use, if applicable. The City of Tucson will permit utilization of waivers categorized as Permitted, Permitted with Approval, Encouraged, and Required pending review of the completed Waivers and Alternative Requirements Worksheet including the summarized policies and procedures provided by the applicant within that document.
- **Indirect Cost Recovery Affidavit:** Respondents must include a signed and fully completed Indirect Cost Recovery Affidavit documenting its intention to recover indirect costs through the project. If applying the de minimis indirect cost rate, indirect costs may only applied to the project's modified total direct costs (see 2 CFR 200.68 for guidance related to calculating modified total direct costs). If the applicant does not intend to apply indirect costs to the proposed project, or intends to apply indirect costs at a rate less than allowed, the agency must explicitly state that it waives all or a portion of its eligible indirect cost recovery. If waiving a portion of indirect costs, the proposal must state the percentage that the agency will apply to the project.
- **Federally Negotiated Indirect Cost Rate Agreement (if applicable):** If the applicant has a current Federally Negotiated Indirect Cost Rate Agreement (NICRA), agency must attach a copy of its current agreement and include the indirect cost calculation within its project budget.
- **Proof of Active U.S. System for Award Management Registration:** Applicant must provide a screenshot of the organization's active U.S. System for Award Management (SAM) registration. The screenshot must include the date that the organization's registration expires and the organization's SAM Unique Entity Identification Number.
- **Proof of IRS 501(c)(3) Charitable Organization Status:** Respondents must provide a copy of the organization's current IRS designation letter demonstrating eligibility as a not-for-profit 501(c)(3) organization.

SUBMITTAL INSTRUCTIONS

Responses must be emailed to jason.thorpe@tucsonaz.gov and received no later than the due date listed. Late and/or incomplete applications will be deemed non-responsive and will not be considered.

EVALUATION OF RESPONSES / SCORING CRITERIA

Responses to this solicitation shall be competitively evaluated by a review panel established by the City of Tucson. Projects will be evaluated using the following criteria.

SCORING CRITERIA	MAX SCORE
AGENCY EXPERIENCE <ul style="list-style-type: none"> • Extent to which applicant demonstrates prior success delivering the proposed service or similar services with a low-barrier approach. • Extent to which past performance outcomes, including those reported in proposal, prior City of Tucson subawards, and/or prior Continuum of Care and Emergency Solutions Grant projects. reported by TPCCH demonstrate achievement of outcomes stated in the scope of work. • Extent to which organization has prior experience administering HUD or other Federal housing program funds. • Extent to which applicant has successfully delivered on current and prior City of Tucson awards and agreements. 	20 points
PROJECT DESCRIPTION <ul style="list-style-type: none"> • Extent to which applicant includes detailed and quality plan to provide all required services. • Extent to which proposed implementation schedule meets the immediate community need. • Extent to which proposed services will meet the needs of population served. • Extent to which project description provides appropriate plans to maintain and/or re-connect participants to permanent housing stability. • Extent to which applicant provides appropriate plans to promote income growth among participating households. • Extent to which the applicant provides detailed and appropriate procedures for the administration and recordkeeping requirements associated with required and selected waivers and/or alternative requirements within the submitted Waiver and Alternative Requirement Worksheet. • Extent to which project description provides a realistic strategy to achieve stated project outcomes. 	35 points
PROJECT STAFFING <ul style="list-style-type: none"> • Extent to which applicant provides a detailed staffing plan comprised of persons with relevant expertise and experience to deliver proposed services. • Extent to which staffing plan is reasonable to ensure operations are at full capacity on or before October 1, 2022. • Extent to which applicant's staffing plan offers sufficient staffing ratios to deliver proposed services and achieve outcomes stated in the scope of work. 	15 points
CONTINUITY PLAN <ul style="list-style-type: none"> • Extent to which applicant provides a detailed and reasonable plan to ensure continuity of services in the event of staff shortage or stay at home orders. 	10 points
PROJECT BUDGET <ul style="list-style-type: none"> • Project budget includes only eligible costs. • Extent to which project budget is reasonable, necessary, and prudent to deliver project. • Extent to which applicant documents leveraged that will be committed to the project through sources other than the City of Tucson in the budget narrative. 	20 points

REQUEST FOR PROPOSAL EXHIBITS

The following exhibits are incorporated into this proposal and posted at <https://www.tucsonaz.gov/hcd/news/2022-ESG-CV-HP-RFP>. Exhibits B, C, D, and E must be completed by the applicant and submitted as part of the project proposal.

- Exhibit A: ESG-CV Homelessness Prevention Proposal Checklist
- Exhibit B: ESG-CV Homelessness Prevention Scope of Work
- Exhibit C: ESG-CV Homelessness Prevention Waivers and Alternative Requirements Worksheet
- Exhibit D: ESG-CV Homelessness Prevention Project Budget Worksheet
- Exhibit E: Indirect Cost Recovery Affidavit
- Exhibit F: HUD Homeless Definition and Recordkeeping Requirements Fact Sheet
- Exhibit G: HUD At Risk of Homelessness Definition Fact Sheet

QUESTIONS REGARDING THIS SOLICITATION

All questions regarding this solicitation should be emailed to jason.thorpe@tucsonaz.gov. Responses will be posted to an Applicant Questions and Answer document posted at <https://www.tucsonaz.gov/hcd/news/2022-ESG-CV-HP-RFP> and updated each Monday during the competition period. It is the responsibility of the applicant to check the website weekly in order to remain aware of changes to this Request for Proposals and/or clarifications issued through the Applicant Question and Answer document.

The City of Tucson will discontinue the question and answer period on July 3, 2022 and will only respond to technical questions related to submission (e.g. formatting/submission issues) after July 3.

EXHIBIT A – PROPOSAL CHECKLIST

Applicants are strongly encouraged to use the proposal checklist to ensure that all required documents are provided in the proposal. Incomplete and/or late submissions may be rejected without consideration subject to the City of Tucson's discretion.

- ✓ Project Narrative is complete and submitted as a single PDF file. Project Narrative includes required certification language and provided in standard 11-point or greater Times New Roman font.
 - ✓ Project Budget is complete and submitted as a single Excel file.
 - ✓ Project Attachments are complete and submitted as a single PDF file containing:
 - ✓ Budget Narrative: Maximum 2 pages
 - ✓ Waivers and Alternative Requirements Worksheet
 - ✓ Indirect Cost Recovery Affidavit
 - ✓ Federally Negotiated Indirect Cost Rate Agreement (if applicable)
 - ✓ Proof of Active SAM Registration including Unique Entity ID
 - ✓ IRS 501(c)(3) Designation Letter

EXHIBIT B – SCOPE OF WORK

APPLICANT RESPONSIBILITIES

The project shall provide eligible homelessness prevention activities including rental assistance, housing stabilization and relocation financial assistance, housing stabilization and relocation services, essential services, and waiver-eligible services as defined in the Request for Proposals.

- Project must ensure all households meet eligibility requirements including income and homeless/at-risk of homelessness definition requirements prior to enrollment.
- Project shall retain and make available for City inspection eligibility paperwork, case plan and case management documentation, required inspections, tenant income certifications, tenant rental contribution schedules, and all other associated project records for a period of not less than five years following the performance period end date.
- Project must obtain an environmental review from the City of Tucson Housing and Community Development Department prior to the project start date.
- Homelessness prevention services must be provided in a rapid response model with project enrollment contact initiated within two business days of referral.
- Services must be low-barrier and may not require sobriety or participation in program activities other than monthly case management.
- Project must ensure safe care for animals and storage of personal belongings during period of temporary motel/hotel stay, if applicable. Households may not be prohibited from entry due to the presence of a traditional companion animal.
- Project must adhere to HUD and TPCP program requirements regarding Coordinated Entry participation, including a prohibition on serving households not referred through the Coordinated Entry System.
- Project must enter program participant information into the TPCP Homeless Management Information System and other databases specified by the City of Tucson within two days of enrollment/exit.
- Project must participate in regular coordination meetings with the City of Tucson and/or community-based teams regarding the implementation and utilization of the project.
- Project must complete reporting as required by the City of Tucson for project monitoring and HUD reports.
- Project must follow policies to be established by the City of Tucson as they relate to termination of assistance; due process; participant selection and prioritization, eligibility; maximum amounts and/or periods of assistance; eligible costs; prevention of duplication of benefits and use of waivers and/or alternative requirements, and other topics required by HUD or desired by the City of Tucson.
- Project must provide and obtain City approval of the program policies including admissions and termination of assistance policies, participant rules and agreements, and other policies that govern the implementation of the project. The City of Tucson retains the right to reject policies proposed by the project and to require the project to amend policies to meet City of Tucson expectations.
- Project must ensure that all project staff complete Fair Housing, Domestic Violence, and McKinney-Vento Homeless Education Benefits training within the first 30 days of the performance period and within 30 days of hire, thereafter, throughout the performance period. The Domestic Violence 101 for Housing and Homeless Services Providers, Fair Housing, and McKinney-Vento Homeless Education (School Access and Stability Under the McKinney-Vento Act) modules provided at no charge in the TPCP Online Training

Center satisfy this requirement. Project may alternatively provide evidence of completion of similar training through outside sources in which project staff participated not more than 180 days prior to the performance period start date. All staff shall complete refresher training on these topics not less than annually.

- Project must designate an individual staff member to serve as a resource broker and liaison between participating households with school-aged children or unaccompanied youth and McKinney-Vento Homeless Student liaisons to ensure that children and youth receive educational benefits and supports to which they are entitled.
- Project must ensure that individuals completing Housing Quality Standards (HQS) inspections, in lieu of housing habitability standards, have completed formal training in HQS inspection administration which may be evidenced by a certification of completion of the TPCH HQS Training Series for Non-Certified Inspectors or proof the staff member(s) completing HQS inspections hold current HQS inspector certification.
- If the project intends to complete Housing Habitability inspections rather than HQS inspections, the organization must include in its project description the specific training requirements and activities in which all habitability inspectors participate to ensure appropriate understanding and completion of habitability inspections.
- Project must maintain satisfactory policies and procedures and recordkeeping standards associated with the use of any waivers or alternative requirements.
- Project must establish the project as an independent account within the organization's chart of accounts and accounting system and ensure that account ledgers including all project expenses, and no expenses outside of the project, can be invoiced using system-driven financial statements.
- Project must meet City of Tucson insurance requirements as stated in the general conditions of the subaward agreement.
- Project must have capacity to deliver project services at 100% capacity on or before October 1, 2022 and achieve full project enrollment on or before January 1, 2023.
- Project must ensure all services are conducted in accordance with City of Tucson subaward general conditions, the ESG Interim Rule and relevant ESG-CV Notices issued by HUD, and the Tucson Pima Collaboration to End Homelessness Written Standards, HMIS Policies and Procedures, and Coordinated Entry Policies and Procedures.
- Organization administering the project must become a member of the Tucson Pima Collaboration to End Homelessness if not already and be represented at all TPCH General Council meetings during the performance period.
- Offer must ensure that households would not receive a duplication of benefits by participating in the project. Participants may not be currently enrolled in HUD-subsidized housing at the time of entry to the project or during the period the household receives assistance through the project.
- Project must agree to participate in subaward monitoring by the City of Tucson, its designees, and the U.S. Department of Housing and Urban Development.

ELIGIBLE ACTIVITIES

ESG-CV eligible activities under the Homelessness Prevention component include:

- Eligibility Screening and Enrollment: All referred households must be screened for project eligibility prior to enrollment. Ineligible households shall be returned to the HMIS Lead as ineligible and referred to mainstream resources. Eligible households shall be enrolled in the project in the HMIS within two days of entry. Enrollment shall include documentation of participant eligibility, HMIS project entry, Coordinated Entry referral record, and housing stabilization plan.
- Rental Assistance: On-going rental assistance may be provided up to a maximum of six months (including any stays in temporary hotel/motel lodgings) and up to six additional months of rental arrears paid at the time of entry. The amount of monthly rental assistance paid may not exceed Fair Market Rent, or the rent reasonableness determination for the unit if the FMR waiver is used by the organization, less the portion of rent paid by the participant determined in accordance with tenant contribution standards outlined in the TPOCH Written Standards.
- Financial Assistance: Project may provide financial assistance including rental application fees, security deposits, last month's rent, utility payments, moving costs, and in the event of emergency transfer needs as a result of domestic violence, lease break fees, subject to limitations described under the Eligible Costs heading below.
- Housing Search and Placement: Project must provide intensive housing search and placement assistance to help participants identify and secure leases in community-based housing. At a minimum, project must assist relocating participants to develop a reasonable rental budget, research and tour available units, submit leasing applications, and negotiate with landlords. Additionally, the project must complete housing habitability standards or Housing Quality Standards inspections, rent reasonableness verification, and lead-based paint hazard inspection for all units before providing rental assistance for the unit.
- Housing Stability Case Management: Project must provide housing stability case management services to assist households in maintaining permanent housing stability beyond project participation. Participating households must participate in housing stability case management sessions at least monthly. At a minimum, housing stability case management must include needs assessment, service planning, case coordination, and referral services to promote rapid housing stabilization.
- Additional Housing Relocation and Stabilization Services: Project may additionally provide credit repair, legal services, and tenant-landlord mediation services to the extent necessary to assist the household to regain housing stability subject to the limitations described under the Eligible Costs heading below.
- Essential Services: Project may additionally provide essential services including child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation assistance, and services for special populations subject to the limitations described under the Eligible Costs heading below.
- Additional Waiver Eligible Services: Project may additionally provide landlord incentives, vaccine incentives, temporary hotel/motel stay not to exceed the lesser of 60 days or the period of time remaining for which housing stability case management can be provided prior to the household entering permanent housing, participant cell phone and internet costs, personal protective equipment, and renter's insurance subject to the limitations described under the Eligible Costs heading below and upon approval of proposed policies and procedures for the administration and recordkeeping related to the use of the applicable waiver or alternative requirement by the City of Tucson.

ELIGIBLE COSTS

- **Rental Assistance:** Rent assistance may include short-term and medium-term rental assistance up to a maximum of six months of rental assistance. Rental assistance may include any necessary combination of the following and is not subject to a dollar maximum per household:
 - **Rental Arrears:** Paid as a one-time payment for up to six months of rent in arrears, including any late fees on those arrears. Rental arrears payments do not count toward the six month cap on rental assistance payments described above.
 - **Rental Payment:** Short-term or medium-term rental assistance paid up to 100% of the household rental requirement subject to the limitations and participant contributions requirements defined in the [Tucson Pima Collaboration to End Homelessness Written Standards](#).

The prohibition on program participants receiving more than 24 months of ESG rental assistance within any three-year period is waived for the purposes of ESG-CV homelessness prevention project administration.

Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources.

Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Act (URA) during the period of time covered by the URA payments.

- **Housing Relocation and Stabilization - Financial Assistance:** Short-term financial assistance may be provided during the period of program participation to pay housing owners, utility companies, and other third parties for the following costs:
 - **Rental Application Fees:** ESG-CV funds may pay for the rental housing application fee that is charged by the owner to all applicants.
 - **Security Deposits:** ESG-CV funds may pay for a security deposit that is equal to more than 1.5 times the monthly rent. Although ESG regulations permit two months' rent as a maximum security deposit, Arizona Revised Statutes cap allowable security deposits at 1.5 times the monthly rent.
 - **Last Month's Rent:** If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG-CV funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent. The prohibition on program participants receiving more than 24 months of ESG rental assistance within any three-year period is waived for the purposes of ESG-CV project administration.
 - **Utility Deposits:** ESG-CV funds may pay for a standard utility deposit required by the utility company for all customers. Utility deposit assistance is limited to gas, electric, water, and sewage.
 - **Utility Payments:** ESG-CV funds may pay for up to six months of utility payments per program participant, per service, including up to six additional months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in the participant's or household member's name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. The prohibition on

program participants receiving more than 24 months of ESG utility assistance within any three-year period is waived for the purposes of ESG-CV project administration.

- **Moving Costs:** ESG-CV funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to three months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- **Lease Break for Emergency Transfer:** If a program participant receiving short-term or medium-term rental assistance meets the conditions for an emergency transfer under [24 CFR 5.2005](#) and the [Tucson Pima Collaboration to End Homelessness Written Standards](#), ESG funds may be used to pay amounts owed for breaking a lease to effect an emergency transfer.
- **Housing Relocation and Stabilization – Services:** Subject to the general restrictions under [24 CFR 576.103](#) and [HUD CPD Notice #CPD-22-06](#), ESG funds may be used to pay the cost of following services:
 - **Housing Search and Placement:** Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, including the following:
 - Assessment of housing barriers, needs, and preferences,
 - Development of an action plan for locating housing,
 - Housing search,
 - Outreach to and negotiation with property owners
 - Assistance with submitting rental applications and understanding leases,
 - Assessment of housing for compliance with ESG-CV requirements for habitability, lead-based paint, and rent reasonableness
 - Assistance with obtaining utilities and making moving arrangements, and
 - Tenant counseling.
 - **Housing Stability Case Management:** ESG-CV funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 60 days during the period the program participant is seeking permanent housing. Component services and activities consist of:
 - Using the centralized or coordinated assessment system as required under [24 CFR 576.400\(d\)](#), to evaluate individuals and families applying for or receiving homelessness prevention assistance;
 - Conducting the initial evaluation required under [24 CFR 576.401\(a\)](#), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention assistance;
 - Housing counseling services as defined in [24 CFR 5.100](#). Housing counseling services must be carried out in accordance with [24 CFR 5.111](#). When recipients or subrecipients provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of housing counseling, as defined in [24 CFR 5.100](#), and therefore are not required to be carried out in accordance with the certification requirements of [24 CFR 5.111](#);
 - Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
 - Monitoring and evaluating program participant progress;
 - Providing information and referrals to other providers;

- Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
 - Conducting re-evaluations required under [24 CFR 576.401\(b\)](#).
- **Mediation:** ESG-CV funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
- **Legal Services:** ESG-CV funds may pay for legal services as set forth in [24 CFR 576.102\(a\)\(1\)\(vi\)](#), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
- **Credit Repair:** ESG-CV funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.
- **Waiver Eligible - Essential Services:** ESG-CV funds may be used to pay for Essential Services not generally allowable under the Homelessness Prevention component of the ESG Program. Organizations are required to adopt this waiver to ensure that household needs can be met during project participation; however, applicant is not required to provide all essential services. At a minimum, applicants must provide transportation assistance when needed to assist participating households to achieve housing stability. Eligible costs include the following to the extent that they are necessary to achieve household stability:
 - **Child Care:** Costs of child care for program participants including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
 - **Education Services:** When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.
 - **Employment Assistance and Job Training:** The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.

- Outpatient Health Services: Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. ESG-CV funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.
- Legal Services: Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. ESG-CV funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants. Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services. Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.
- Life Skills Training: The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.
- Mental Health Services: Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. ESG-CV funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management. Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
- Substance Abuse Treatment Services: Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. ESG-CV funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are

eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

- **Transportation:** Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:
 - The cost of a program participant's travel on public transportation;
 - If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - The cost of leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
 - The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- **Services for Special Populations:** ESG-CV funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are described as eligible above. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
- **Waiver Eligible – Landlord Incentives:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of landlord incentives may pay one-time landlord incentives not to exceed the amount of three times the monthly rent for the applicable unit. The landlord incentive may include any combination of the following up to a maximum of three times the monthly rent:
 - One time signing bonus not to exceed two times the monthly rent;
 - Cost to repair damages incurred by program participant not covered by security deposit or incurred while program participant is staying in the unit; and
 - Costs of extra cleaning or maintenance of a program participant's unit or appliances.
- **Waiver Eligible – Vaccine Incentives:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of COVID-19 vaccine incentives may use ESG-CV funds to provide one-time \$50 cash or gift card incentives to program participants experiencing Category 2, 3, or 4 of the HUD Homeless definition at entry. This waiver does not include persons eligible for ESG-CV Homelessness Prevention under the At Risk of Homelessness definition. ESG-CV funded incentives are only eligible to the extent that to the extent that other vaccine incentives are inaccessible or unavailable to people experiencing homelessness within the community. Vaccine incentives may not be paid for doses previously administered and may only be paid when the City of Tucson ESG-CV Vaccine Incentive packet is completed and provided to the City of Tucson with the reimbursement request. Reimbursement requests not accompanied by complete and qualifying ESG-CV Vaccine Incentive packets will not be reimbursed.
- **Waiver Eligible – Temporary Hotel/Motel Stay:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of temporary hotel stays for enrolled participants when housing loss occurs during program participation may use ESG-CV funds to pay the cost of temporary lodging in a hotel or motel provided that such such lodging is accompanied by housing stabilization and relocation case management and does not exceed the 60-day period during which case management assistance can be provided during housing search. Eligible costs include nightly hotel/motel room rental, cleaning of hotel/motel rooms used by participants, and repairs for damage caused by program participants above normal wear and tear.

- **Waiver Eligible – Participant Cell Phone and Internet Costs:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of participant and cell phone costs may use ESG-CV funds to provide temporary cell phones for individuals and families receiving homelessness prevention assistance, subject to the following requirements:
 - All equipment be owned by the subrecipient, and the wireless plan must be the subrecipient's. Phone and phone service may be loaned to participant and wireless cost paid as need to enable program participant to take part in activities necessary to obtain/maintain housing (e.g., job interviews; receive health and mental health services; continue education)
 - Cell phone and internet may only be provided while the participant continues to need it to participate in activities necessary to obtain and maintain housing that remain virtual even after social distancing measures relaxed (e.g. continued virtual employment and education)
 - Cell phones and other associated equipment must be returned to the subrecipient when no longer necessary for those purposes or at project exit, whichever is earlier.
- **Waiver Eligible – Personal Protective Equipment:** Applicants which elect to make use of the waiver/alternative requirement permitting the purchase of Personal Protective Equipment may use ESG-CV funds to purchase personal protective equipment such as masks, disposable gloves, and hand sanitizer for program participants receiving homelessness prevention assistance provided that no there are no alternative readily available no-cost sources of PPE available through the Pima County Health Department or other resources. PPE shall be classified as a subcategory of Essential Services costs.
- **Waiver Eligible – Renter's Insurance:** Applicants which elect to make use of the waiver/alternative requirement permitting the payment of renter's insurance may use ESG-CV funds to pay for renter's insurance for homelessness prevention program participants provided that payment is necessary to obtain/maintain housing (e.g. it is required by the landlord of all tenants in the property) and payment is made directly to insurance company on behalf of the program participant.
- **Administrative Costs:** The City of Tucson will not fund direct administrative costs through this solicitation.
- **Indirect Costs:** Indirect costs shall be reimbursed in accordance with the requirements of 2 CFR 200. Organizations with an approved federally negotiated indirect cost rate agreement shall provide a copy of the organization's current indirect cost rate agreement and shall be reimbursed for indirect costs according to the project expense and direct cost base defined in that agreement. Organizations which do not have a current approved federally negotiated indirect cost rate agreement may elect to claim the de minimis rate which allows 10% indirect cost recovery on all eligible direct project costs included in the modified total direct cost base defined in [2 CFR 200.68](#). Organizations may elect to decline indirect cost recovery or claim a lower rate than authorized by the de minimis or negotiated indirect cost rate agreement. Such elections shall be made using Exhibit E – Indirect Cost Recovery Affidavit which is attached this solicitation and incorporated herein.
- **Ineligible Costs:** All costs not specifically defined as eligible or associated with eligible activities described above are ineligible.

ANTICIPATED OUTCOMES

Projects funded under this solicitation are expected to achieve the following performance measures. Projects will be monitored by the City of Tucson and funding may be reduced or eliminated in the event of on-going underperformance.

- 90% of more of households served will have known exit destinations reported in the HMIS
- 80% or more of households served will exit to permanent housing destinations as reported in the HMIS
- 90% or higher HMIS Data Quality

EXHIBIT C – WAIVERS AND ALTERNATIVE REQUIREMENTS WORKSHEET

PROVIDED FOR REFERENCE ONLY – FILLABLE FORM MUST BE DOWNLOADED FROM PROPOSAL WEBSITE AND COMPLETED.

<https://www.tucsonaz.gov/hcd/news/2022-ESG-CV-HP-RFP>.

ORGANIZATION NAME: Click or tap here to enter text.

PROJECT NAME: Click or tap here to enter text.

WAIVER/ALTERNATIVE REQUIREMENT	DESCRIPTION AND ALLOWABILITY UNDER THIS SOLICITATION	ORGANIZATIONAL POLICY AND PROCEDURE FOR IMPLEMENTATION OF SELECTED WAIVERS
Alternative Requirement for Match (Required) Applicants are not required to provide or document formal match commitments.	The 100% ESG non-federal matching requirement is waived.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Organization will use this waiver/alternative requirement. No action or documentation needed from applicant.
Alternative Requirement for Low-Barrier Assistance (Required) Applicant may not require participation in services beyond the provision of required documents and participation in monthly case management to enroll in or maintain services.	Individuals and families may not be required to receive treatment or perform any other prerequisite activities as a condition for receiving rental assistance or services.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Organization will use this waiver/alternative requirement. In space below, provide written confirmation that organization will not require participation in services beyond the provision of required documents and participation in monthly case management to enroll in or maintain services. Click or tap here to enter text.
Alternative Requirement for Project Based Rental Assistance (Permitted with Prior Approval) Applicants are permitted to use this waiver;	If a program participant moves out of an assisted unit before expiration of the agreement, the recipient or subrecipient may use ESG-CV funds to cover up to 100 percent of the rent for the unit for up to 30 days from the end of the month in which the unit was vacated while the recipient or subrecipient attempts to house another eligible program participant in that unit.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Choose an item. If organization will use this waiver/alternative requirement, indicate below and consult with City of Tucson for special conditions related to project-based rental assistance.

<p>however, it is not anticipated that applicants will use project-based rental assistance for the purposes of administering the ESG-CV homelessness prevention services procured under this solicitation.</p>	<p>If a program participant moves into a unit in the middle of the month, the initial payment of a half month's rent does not count towards the program participant's total rental assistance.</p>	<p>Click or tap here to enter text.</p>
<p>Alternative Requirement for Subleases</p> <p>(Encouraged) Applicants are encouraged to use this waiver as an additional mechanism to expedite housing stabilization.</p>	<p>When a program participant chooses to rent a unit through a legally valid sublease with the primary leaseholder for the unit, recipients and subrecipients may allow program participants to enter into subleases when receiving homelessness prevention assistance.</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure demonstrating the process it will use to ensure that subleases comply with ESG program requirements, assisted sublet units meet minimum habitability standards, and that the participant rental cost is reasonable.</p> <p>Click or tap here to enter text.</p>
<p>Alternative Requirement for Housing Standards</p> <p>(Encouraged) Applicants are encouraged to use this alternative requirement to provide housing relocation and stabilization services while housing standards inspection is being completed and/or during</p>	<p>Subrecipients must ensure that housing meets minimum habitability standards or Housing Quality Standards (HQS) before helping a participant remain or move into permanent housing. Subrecipients may provide housing relocation and stabilization services for individuals and families receiving homelessness prevention assistance without conducting habitability or HQS inspections.</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure ensuring that rental assistance and financial assistance will not be provided until minimum habitability standards inspection has been completed and passed.</p> <p>Click or tap here to enter text.</p>

a period of housing search.		
Waiver for Fair Market Rent Requirement for Rental Assistance (Permitted) Applicants are permitted to use this waiver for the purpose of assisting households to obtain units which meet rent reasonableness.	The requirement that rent not exceed the Fair Market Rent is waived so long as the rent complies with HUD's standards of rent reasonableness.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Choose an item. If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedures documenting the process by which it ensures that assisted units are rent reasonable. Click or tap here to enter text.
Alternative Requirement for Homelessness Prevention Eligibility (Required) Applicants are required to use this alternative requirement which permits households with incomes below 50% of Area Median Income for the household size to receive assistance.	Individuals and families who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition and have an annual income that does not exceed the Very Low-Income Limit for the area as established by HUD are eligible for homelessness prevention assistance.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Organization will use this waiver/alternative requirement. Describe in the space below or attach organizational policy and procedure demonstrating how the organization will confirm and document income eligibility below 50% AMI prior to program enrollment. Click or tap here to enter text.
Alternative Requirement for Re-evaluation Income Limits for Homelessness Prevention (Required) Applicants are required to use this alternative requirement which	The re-evaluation for homelessness prevention assistance must verify the program participant does not have an annual income that exceeds the Very Low-Income limit for the areas established by HUD to continue receiving homelessness prevention assistance.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Organization will use this waiver/alternative requirement. Describe in the space below or attach organizational policy and procedure demonstrating that the project will confirm and document income eligibility below 50% AMI at re-evaluation. Click or tap here to enter text.

permits households to maintain program eligibility if the household's annual income is below 50% of Area Median Income (AMI) for the household size.		
<p>Waiver of the Limit on the Total Period of Time Program Participants May Receive Rental Assistance and Services</p> <p>(Required) Applicants are required to use this waiver to prevent early termination of assistance during the performance period.</p>	<p>The requirement at 24 CFR 576.105(c) limiting the total period of time for which any program participant may receive the services under 24 CFR 576.105(b) to 24 months during any 3-year period) is waived; and</p> <p>The requirement at 24 CFR 576.106(a) limiting the total number of months a program participant can receive rental assistance to 24 months in a 3-year period is waived.</p> <p>The requirement at 24 CFR 576.105(b)(2) limiting the total period of time for which any program participant may receive the services under 24 CFR 576.105(b)(2) to 24 months during the period the program participant is living in permanent housing is waived.</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Organization will use this waiver/alternative requirement.</p> <p>No action or response required from the applicant.</p>
<p>Alternative Requirement for Housing Stability Case Management</p> <p>(Encouraged) Applicants are encouraged to use this alternative requirement to allow for the longer period of time necessary to obtain stable housing.</p>	<p>Recipients and subrecipients may pay for housing stability case management for up to 60 days while program participant is seeking housing, instead of 30 days as currently permitted by 24 CFR 576.105(b)(2).</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure to ensure that participating households do not receive more than 60 days of housing stability case management while seeking housing.</p> <p>Click or tap here to enter text.</p>

<p>Waiver of 3-Month Re-evaluation</p> <p>(Required) Applicants are required to use this waiver to prevent early termination of households achieving increased income.</p>	<p>Homelessness prevention assistance is subject to re-evaluation of each participant's eligibility and need for assistance not less than once every 3 months. The required 3-month frequency of re-evaluations for homelessness prevention assistance is waived so long as the recipient or subrecipient conducts the required re-evaluations not less than once every 6 months.</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Organization will use this waiver/alternative requirement.</p> <p>Describe in the space below or attach organizational policy and procedure to ensure that re-evaluations are conducted at least every six months. Documentation must include recordkeeping standard for documenting re-evaluation due dates and supervisory oversight of completion, as well as procedure for terminating assistance for households that no longer meet eligibility requirements.</p> <p>Click or tap here to enter text.</p>
<p>Alternative Requirement for Hotel/Motel Costs</p> <p>(Encouraged) Applicants are encouraged to use this alternative requirement to prevent enrolled households from entering unsheltered or sheltered literal homelessness. Additionally, project must elect to make use of Alternative Requirement for Housing Stability Case Management in order to use this alternative requirement.</p>	<p>Enrolled households may receive temporary hotel/motel stays when housing loss occurs during program participation. Hotel/motel stays must be accompanied by housing stabilization and relocation case management and may not exceed the 60 days permitted for the provision of housing stabilization and relocation case management prior to entering permanent housing. Eligible costs include nightly hotel/motel room rental, cleaning of hotel/motel rooms used by participants, and repairs for damage caused by program participants above normal wear and tear.</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure to ensure that project staff are trained on the limitations of this waiver, recordkeeping requirements, and assurance that hotel/motel stay will not exceed the maximum 60 days of housing relocation and stabilization case management allowable.</p> <p>Click or tap here to enter text.</p>
<p>Waiver Allowing Volunteer Incentives</p> <p>(Permitted) Applicants may use this waiver.</p>	<p>ESG-CV funds may be used to provide reasonable incentives to volunteers (e.g., cash or gift cards) who have been and are currently helping to provide necessary services during the coronavirus outbreak.</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policies</p>

		<p>and procedures that define the specific volunteer activities to be conducted by volunteers, dollar value of incentives and justification that the incentive is reasonable for the activities performance, and recordkeeping requirements to prevent misuse and misreporting.</p> <p>Click or tap here to enter text.</p>
<p>Waiver Allowing Hazard Pay</p> <p>(Not Permitted) The City of Tucson does not permit the use of this waiver for the purposes of ESG-CV Homelessness Prevention services.</p>	<p>Provide hazard pay for recipient or subrecipient staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.</p>	<p>No action or response needed from applicant. This waiver may not be used for the purposes of providing ESG-CV Homelessness Prevention services.</p>
<p>Waiver Allowing Training Costs</p> <p>(Not Permitted) The City of Tucson does not permit the use of this waiver for the purpose of ESG-CV Homelessness Prevention services.</p>	<p>ESG-CV funds may be used to conduct or provide training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus.</p>	<p>The City of Tucson coordinates with Pima County Health Department and other relevant parties to provide training related to COVID-19 preparation, prevention, and response.</p> <p>No action or response needed from applicant. This waiver may not be used for the purposes of providing ESG-CV Homelessness Prevention services.</p>
<p>Waiver Allowing Cell Phone & Internet Payments</p> <p>(Permitted) Applicants may use this waiver to the extent that it is necessary to help participants regain housing stability.</p>	<p>ESG-CV funds may be used to provide temporary cell phones for individuals and families receiving homelessness prevention assistance, subject to the following requirements.</p> <p>All equipment be owned by the subrecipient, and the wireless plan must be the subrecipient's. Phone and phone service may be loaned to participant and wireless cost paid as need to enable program participant to take part in activities necessary to obtain/maintain housing (e.g., job</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policies and procedures for determining which participants will receive this assistance and processes to deploy cell phones and/or internet plans for the period authorized, and to collect all associated equipment and disconnect service when no longer needed or at project exit.</p>

	<p>interviews; receive health and mental health services; continue education)</p> <p>Cell phone and internet may only be provided while the participant continues to need it to participate in activities necessary to obtain and maintain housing that remain virtual even after social distancing measures relaxed (e.g. continued virtual employment and education).</p> <p>Cell phones and other associated equipment must be returned to the subrecipient when no longer necessary for those purposes or at project exit, whichever is earlier.</p>	<p>Click or tap here to enter text.</p>
<p>Waiver Allowing Personal Protective Equipment (PPE)</p> <p>(Encouraged) Agencies are encouraged to use this waiver to provide PPE which cannot be obtained through no-cost resources provided by the Pima County Health Department or other local organizations.</p>	<p>ESG-CV funds may be used to purchase personal protective equipment such as masks, disposable gloves, and hand sanitizer for program participants receiving homelessness prevention assistance.</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure defining how no-cost resources will be utilized whenever possible, and that purchase of personal protective equipment will be separately tracked within the applicant's accounting records and reported according to the project budget.</p> <p>Click or tap here to enter text.</p>
<p>Waiver Allowing Vaccine Incentive Payments</p> <p>(Encouraged) Applicants are encouraged to use this waiver to promote vaccination and booster</p>	<p>ESG-CV funds may be used to provide one-time \$50 cash or gift card incentives to program participants experiencing Category 2, 3, or 4 of the HUD Homeless definition. This waiver does not include persons eligible for ESG-CV Homelessness Prevention under the At Risk of Homelessness definition. ESG-CV funded incentives are only eligible to the extent that to the extent that other</p>	<p>Select appropriate option to indicate whether organization will use this waiver/alternative requirement below:</p> <p>Choose an item.</p> <p>If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure to ensure that project staff complete the City of Tucson ESG-CV Vaccine Incentive training module prior to</p>

inoculation among eligible program participants.	vaccine incentives are inaccessible or unavailable to people experiencing homelessness within the community. Vaccine incentives may not be paid for doses previously administered and may only be paid when the City of Tucson ESG-CV Vaccine Incentive packet is completed and provided to the City of Tucson. Reimbursement requests not accompanied by complete and qualifying ESG-CV Vaccine Incentive packets will not be reimbursed.	administering vaccine incentives, and procedures to ensure that vaccine incentive payments are secure, eligible, and separately tracked in the applicant's accounting system and reported for reimbursement. Click or tap here to enter text.
Waiver Permitting Provision of ESG Essential Services for Homelessness Prevention Participants (Encouraged) The City of Tucson encourages all applicants to use this waiver to provide essential services, as needed, to assist participant households to obtain and maintain housing.	Services available to those receiving homelessness prevention assistance are expanded to include all essential services listed at 24 CFR 576.102(a)(1) as necessary to assist them to obtain and maintain housing.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Choose an item. If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure to ensure no-cost/outside resources will be utilized whenever possible, and that provision of essential services will be separately tracked within the applicant's accounting records and reported according to the project budget. Click or tap here to enter text.
Waiver Permitting Provision of Landlord Incentives (Encouraged) The City of Tucson encourages all applicants to use this waiver to reduce barriers to re-housing among participating households.	ESG-CV funds may be used to pay landlord incentives as reasonable and necessary to obtain housing for eligible households that may not exceed three times the rent charged for the unit (all incentives combined). Incentives include: <ul style="list-style-type: none"> • Signing bonuses up to 2 months of rent; • Cost to repair damages incurred by program participant not covered by security deposit or incurred while program participant is staying in the unit; and 	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Choose an item. If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure to ensure that landlord incentives expedite housing placement, approach that will be used to document and track provision of landlord incentives within regulatory caps, and that provision of landlord incentives will be separately tracked within the applicant's accounting records and reported according to the project budget.

	<ul style="list-style-type: none"> Costs of extra cleaning or maintenance of a program participant's unit or appliances. 	Click or tap here to enter text.
Waiver Permitting Provision of Sponsor-Based Rental Assistance (Permitted with Prior Approval) The City of Tucson may permit sponsor-based rental assistance subject to its review and approval.	As an alternative to tenant-based rental assistance and project-based rental assistance, sponsor-based rental assistance may be provided in homelessness prevention. See p.22-23 of Notice CPD-21-08 for more information.	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Choose an item. If organization wishes to use this waiver/alternative requirement, indicate below and consult with the City of Tucson in order to determine eligibility and programmatic requirements. Click or tap here to enter text.
Waiver Permitting Renter's Insurance (Encouraged) The City of Tucson encourages applicants to make use of this waiver to expedite housing location and stabilization.	ESG-CV funds may be used to pay for renter's insurance for homelessness prevention program participants provided that: <ul style="list-style-type: none"> Payment is necessary to obtain/maintain housing (e.g. it is required by the landlord of all tenants in the property) Payment is made directly to insurance company on behalf of the program participant. 	Select appropriate option to indicate whether organization will use this waiver/alternative requirement below: Choose an item. If organization will use this waiver/alternative requirement, describe in the space below or attach organizational policy and procedure which will be followed to ensure that payment is necessary and charged to all tenants, not paid to the participant directly, and that renters insurance payments will be separately tracked within the applicant's accounting records and reported according to the project budget. Click or tap here to enter text.
Waiver Permitting Purchase of Furniture and Furnishings (Not Permitted) The City of Tucson does not permit the use of this waiver for the purposes of ESG-CV	ESG-CV funds may be used to purchase furniture and other household furnishings for use by program participants while they are receiving homelessness prevention assistance subject to the disposition requirements of 2 CFR 200.313.	The City of Tucson has determined that the disposition requirements of 2 CFR 200.313 place an onerous burden on the City and subrecipients which outweighs the benefits of the waiver. No action or response needed from applicant. This waiver may not be used for the purposes of administering ESG-CV homelessness prevention assistance under this solicitation.

Homelessness Prevention services.		
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ORGANIZATIONAL APPROACH TO MANAGING WAIVER AT THE PROJECT LEVEL

<p>Does the organization currently receive other ESG or ESG-CV funds from any source?</p> <p>Select all that apply.</p>	<p><input type="checkbox"/> Organization receives City of Tucson ESG funds.</p> <p><input type="checkbox"/> Organization receives other City of Tucson ESG-CV funds.</p> <p><input type="checkbox"/> Organization receives annual ESG funds from Pima County and/or State of Arizona.</p> <p><input type="checkbox"/> Organization receives ESG-CV funds from Pima County and/or State of Arizona.</p> <p><input type="checkbox"/> Organization does not receive other ESG or ESG-CV funds from any source.</p>
<p>If the organization receives ESG or ESG-CV funds from any source other than the proposed project, describe in the space below or attach organizational policy and procedure in place to track applicability of waivers and alternative requirements for specific projects and to ensure that waivers and alternative requirements permitted for this project are not applied to projects receiving FY21 or later ESG annual funds, projects funded through the county or state government without prior approval, or other projects funded by the City of Tucson without prior approval.</p> <p>Click or tap here to enter text.</p>	

EXHIBIT D – PROJECT BUDGET WORKSHEET
PROVIDED FOR REFERENCE ONLY – FILLABLE FORM MUST BE DOWNLOADED FROM
PROPOSAL WEBSITE AND COMPLETED.

<https://www.tucsonaz.gov/hcd/news/2022-ESG-CV-HP-RFP>.

Enter budget figures into canary shaded (pale yellow) cells. No other changes may be made to this document. Project budget must be supported by detailed budget justification which describes the specific costs to be paid in each eligible budget item, calculation methodologies, and quantity detail sufficient for reviewers to determine budget appropriateness and eligibility. Indirect costs may only be charged against direct costs which are identified within the organization's direct cost base included in the negotiated indirect cost rate agreement or, if the organization is using the de minimis rate, costs included in the modified total direct cost base defined in 2 CFR 200.68.

Enter Organization Name Here

Enter Project Name Here

RENTAL ASSISTANCE BUDGET	DIRECT	INDIRECT	TOTAL
Rental Arrears			\$0.00
Rental Payment			\$0.00
Rental Assistance Subtotal	\$0.00	\$0.00	\$0.00

HOUSING RELOCATION AND STABILIZATION - FINANCIAL ASSISTANCE BUDGET	DIRECT	INDIRECT	TOTAL
Rental Application Fees			\$0.00
Security Deposits			\$0.00
Last Month's Rent			\$0.00
Utility Deposits			\$0.00
Utility Payments			\$0.00
Moving Costs			\$0.00
Lease-Break Fees (DV)			\$0.00
Financial Assistance Subtotal	\$0.00	\$0.00	\$0.00

HOUSING RELOCATION AND STABILIZATION - SERVICES BUDGET	DIRECT	INDIRECT	TOTAL
Housing Search and Placement			\$0.00
Housing Stability Case Management			\$0.00
Mediation			\$0.00
Legal Services			\$0.00
Credit Repair			\$0.00
Housing Relocation and Stabilization Services Subtotal	\$0.00	\$0.00	\$0.00

WAIVER-ELIGIBLE ESSENTIAL SERVICES BUDGET*			
Child Care			\$0.00
Education Services			\$0.00
Employment Assistance and Job Training			\$0.00
Outpatient Health Services			\$0.00
Legal Services			\$0.00
Life Skills Training			\$0.00
Mental Health Services			\$0.00
Substance Abuse Treatment Services			\$0.00
Transportation			\$0.00
Services for Special Populations			\$0.00
Personal Protective Equipment for Participants*			\$0.00
Essential Services Subtotal	\$0.00	\$0.00	\$0.00

UNIQUE WAIVER ACTIVITY BUDGET*			
Landlord Incentives			\$0.00
Vaccine Incentives			\$0.00
Volunteer Incentives			\$0.00
Temporary Motel/Hotel Stay			\$0.00
Participant Cell Phone and Internet Costs			\$0.00
Renter's Insurance			\$0.00
Waiver Activities Budget	\$0.00	\$0.00	\$0.00

TOTAL PROJECT BUDGET	\$0.00	\$0.00	\$0.00
Total Number of Households to be Served by Project (Must match proposal narrative)	14		
Project Cost / Household Served	0		

*Costs are only eligible if organization elects to use waiver/alternative requirement and obtains City of Tucson approval for administration and recordkeeping requirements.

EXHIBIT E - INDIRECT COST RECOVERY AFFIDAVIT
PROVIDED FOR REFERENCE ONLY – FILLABLE FORM MUST BE DOWNLOADED FROM
PROPOSAL WEBSITE AND COMPLETED.
<https://www.tucsonaz.gov/hcd/news/2022-ESG-CV-HP-RFP>.

Organization Name:
Project Name:

SECTION A: INDIRECT COSTS TO BE RECOVERED THROUGH PROJECT

Select only one option and enter the rate to be charged under this agreement, if applicable.

Organization has a current federally negotiated indirect cost rate agreement and intends to charge the full authorized amount under this agreement.

Currently Approved Indirect Cost Rate:

Organization has a current federally negotiated indirect cost rate agreement and intends to charge an lesser indirect cost rate under this agreement. The proposed rate may not exceed the federally negotiated rate and is binding for the duration of the project agreement.

Reduced Rate to be Charged Under this Agreement:

Organization does not have a current federally negotiated indirect cost rate agreement and intends to charge the full de minimis indirect cost rate under this agreement (10% of modified total direct costs).

Organization does not have a current federally negotiated indirect cost rate agreement and intends to charge less than the full de minimis indirect cost rate under this agreement. The proposed rate may not exceed the de 10% de minimis rate and is binding for the duration of the project agreement.

Reduced Rate to be Charged Under this Agreement:

Organization does not have a current federally negotiated indirect cost rate agreement and is ineligible to recover indirect costs using the de minimis indirect cost rate. Organization will not charge indirect costs to this agreement.

* Per 2 CFR 200.414(f), state and local government departments or agency units that receive more than \$35 million in direct federal funding are ineligible to use the de minimis rate.

Organization declines to recover indirect costs under this agreement even if it possesses a federally negotiated indirect cost rate agreement or is eligible to use the 10% de minimis rate. This selection is binding for the duration of the project agreement and the organization will not be reimbursed for indirect costs.

SECTION B: FEDERALLY NEGOTIATED RATE CERTIFICATION

By signing this affidavit, organizations which elected to recover indirect costs using the de minimis rate above, including organizations which elected to recover less than the approved rate identified in the organization's federally negotiated indirect cost rate agreement, certify the following:

1. The federally negotiated indirect cost rate agreement provided is current and duly authorized by the organization's federal cognizant agency.
2. The indirect cost base does not include any costs that are not eligible for reimbursement under federal awards.

3. The indirect cost base does not include significant expenses that will not benefit this program equitably to other programs. If a considerable portion of the indirect cost base (10% or more of indirect cost base) reflects indirect costs that will not benefit this project, a reduced rate must be used that removes those costs (e.g. if 15% of indirect cost base is associated with management of electronic health records not required for this project, those costs must be removed to calculate a reduced indirect cost rate).
4. Indirect cost payments will reduce to the de minimis rate immediately if a new indirect cost agreement authorizing a continuing provisional or final indirect cost rate is not received prior to the expiration of the indirect cost rate agreement attached to this affidavit.

SECTION C: DE MINIMIS RATE CERTIFICATION

By signing this affidavit, organizations which elected to recover indirect costs using the de minimis rate above, including organizations which elected to recover less than the allowable 10% of modified total direct costs, certify that the organization is eligible to use the 10% de minimis rate for indirect cost reimbursement and certifies that it meets each of the following eligibility criteria:

1. The subrecipient does not have a current provisional or final Federally-negotiated indirect cost rate for any federal awards.
2. The subrecipient has received less than \$35 million in direct federal funding for the fiscal year requested.
3. The de minimis rate approved will be applied to Modified Total Direct Cost (MTDC). This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs.
4. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.

The proper use and application of the de Minimis rate is the responsibility of the subrecipient and subject to monitoring by the City of Tucson and/or the awarding federal agency. If financial monitoring results in the determination of non-compliance with 2 CFR 200 and/or other applicable federal guidelines, funds must be returned to the City of Tucson.

SECTION D: CERTIFICATION

By signing this document, I certify that the information provided above is true and complete. I also certify that I am authorized to submit this document and enter into the above binding commitments for the organization.

SUBMITTED BY AUTHORIZED ORGANIZATIONAL REPRESENTATIVE:

Signature: _____

Printed Name:

Title:

EXHIBIT F – HUD HOMELESSNESS DEFINITION FACT SHEET



Homeless Definition

CRITERIA FOR DEFINING HOMELESS

Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition


RECORDKEEPING REQUIREMENTS 	Category 1	Literally Homeless	<ul style="list-style-type: none"> Written observation by the outreach worker; <u>or</u> Written referral by another housing or service provider; <u>or</u> Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> discharge paperwork <u>or</u> written/oral referral, <u>or</u> written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> A documented and verified oral statement; <u>and</u> Certification that no subsequent residence has been identified; <u>and</u> Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> Certification of no PH in last 60 days; <u>and</u> Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> <i>For victim service providers:</i> <ul style="list-style-type: none"> An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. <i>For non-victim service providers:</i> <ul style="list-style-type: none"> Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

EXHIBIT G – AT RISK OF HOMELESSNESS DEFINITION FACT SHEET



At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.